

## Information Technology Committee News

### COMPUTER WORKSHOPS FOR SPRING 1996

Over 40 people participated in the four computer workshops held last fall. Results of evaluation surveys indicated that the workshops were quite good and that those who participated wanted more.

Based on a college-wide survey on in-house training needs, a credit-bearing class in WordPerfect is being offered for college employees this semester. In addition, a second series of workshops has been set up for Spring 1996.

**See the reverse** of this page for the full listing. Contact June Hollingsworth at extension 2360 to sign up for these workshops.

Thanks to Dean Howington, there is **NO CHARGE** for any Shelton employee for these workshops. Tuition waivers are not needed; no workshops carry course credit.

A total of 10 people must sign up for the following workshops or they will be cancelled: WordPerfect Win 6.0; Troubleshooting Your PC; Upgrading Your PC; Powerpoint.

DSMD approval is no longer required for purchases under \$500.00. If you have been waiting for approval for such purchases (including hardware, peripherals, and software), you may go on and follow the usual requisition procedures for these items.

**REMEMBER:** If you do NOT purchase from the ITC bid list, you must get approval from the ITC. See Debbie Grimes or Rick Saylor for ITC approval forms.

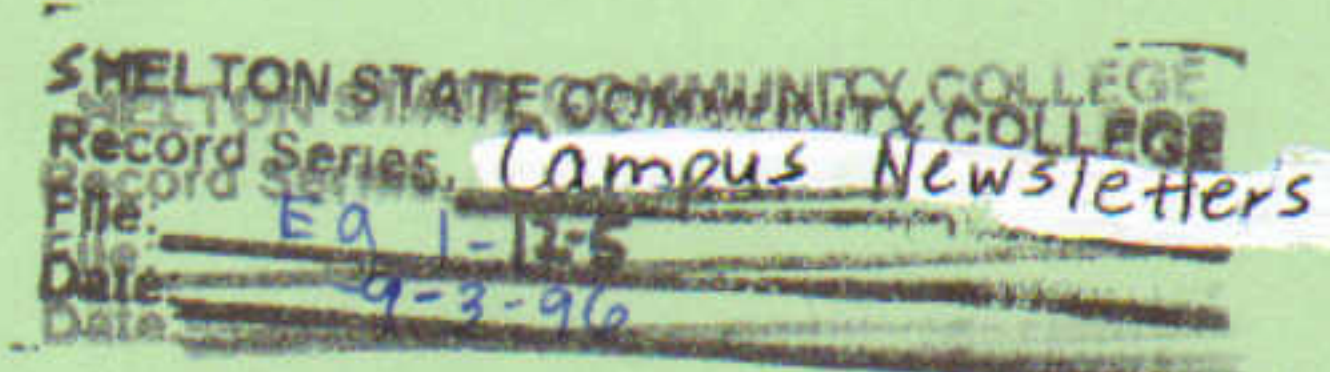
#### ITC Meeting Schedule for Spring 1996

- \* January 29, 1996
- \* February 19, 1996
- \* March 18, 1996
- \* April 15, 1996
- \* May 20, 1996

All ITC meetings are at 2:15 p.m. in Room 202 on the Skyland Campus.

**GOOD NEWS IS COMING** soon. Be prepared for it at the next Faculty Meeting!

If you are unable to attend one of the scheduled workshop and would like for it to be offered again at another time, please leave voice mail for Debbie Grimes at extension 2233.





The following schedule has been devised for Continuing Education Computer Instruction for faculty and staff at Shelton. Classes will be filled on a first come / first serve basis. For more information or to register, contact June Hollingsworth, Ext. 2360.

COURSE	INSTRUCTOR	DATE	TIME	LOCATION
Basic Intro to Windows	Dr. Arthur Howington	2-20-96	3:30-4:30 p.m.	Sky/212
Windows II	Darrell Wright	2-29-96	2-4 p.m.	15th/9/102
Lotus for Gradebooks	Bill Aldridge	1-29-96	2-4 p.m.	15/9/102
Troubleshooting Your PC	Anthony Flannigan	1-30-96	2-4 p.m.	Sky/212
Upgrading Your PC	Anthony Flannigan	2-6-96	2-4 p.m.	Sky/212
Powerpoint	Steve Danford	1-23-96	2-5	15/9/102
Basic DOS Commands	Jimmy Osmore	2-22-96	3-5	15th/9/102
CD Rom	Jimmy Osmore	3-7-96	3-5	15th/102
World Wide Web	Brad Moore	1-26-06	10-12 noon	TBA
Basic Intro Internet	Brad Moore	2-16-96	10-12 noon	TBA
Using Pine E-Mail	Brad Moore	3-1-96	10-12 noon	TBA
WordPerfect Win. 6.0 (creating documents, overview of word processing concepts, menu structures, integration of WP files, spell check, search & replacement, file management)	Linda Carroll	1-26-96	9-12 noon	15/9/102
WordPerfect Win. 6.0 (Formatting - margins, tabs, spacing, indenting, fonts, page numbering, headers & footers)	Linda Carroll	2-9-96	9-12 noon	15/9/102
WordPerfect Win. 6.0 (Document design, working with multiple windows, boxes & graphics, text art, mail merge & labels)	Linda Carroll	2-23-96	9-12 noon	15/9/102
WordPerfect Win. 6.0 (Tables, columns, intro to desktop publishing)	Linda Carroll	3-4-96	9-12 noon	15/9/102
Beginning Lotus 1-2-3 (Beginning level - building, formatting a worksheet, & enhancing a worksheet)	Darrell Wright	2-1-96	2-4 p.m.	15/9/102
Intermediate Lotus 1-2-3 (Intermediate level - working with charts & macros)	Darrell Wright	2-15-96	2-4 p.m.	15/9/102
Advanced Lotus 1-2-3 (Advanced level functions)	Darrell Wright	3-7-96	2-4 p.m.	15/9/102